



CITY OF SWEETWATER

EMPLOYMENT OPPORTUNITIES

POSTING DATE: 09/25/17

The City of Sweetwater is accepting applications for this position. For more information regarding position qualifications and the application process, please visit us at: Sweetwater City Hall 500 SW 109TH Ave. Sweetwater, FL 33174

Parks and Recreation Director – Position # 1109 – Full Time

Applications will be considered on a first come, first served basis. Deadline for accepting applications: Until Filled

Overview

Responsible for the supervision and direction of the Parks and Recreation Department, all activities and events related to the department and all of its employees.

Job Duties/Essential Functions: (not intended to be all inclusive)

- Plans, organizes and supervises all recreation programs for the City.
- Supervise, assign and schedule employees to the different City parks.
- Inspect and maintain facilities, structures and equipment, request repairs when necessary.
- Purchase necessary supplies and materials for the daily operations of the parks.
- Prepare data and information to put out for RFP (request for proposals) or bids to present to City Commission for their approval when necessary.
- Responsible for supervising supplies, equipment and maintaining inventory control.
- Work on budget accommodation for every year's operations.
- Prepare monthly reports for programs as well as park conditions and all events.
- Develop public relations programs designed to promote community interest and recreation programs and monthly activities.
- Participate in all city events or activities related to parks.
- Perform other duties required by the Mayor's office.
- Contact or meet with persons or companies to try to obtain donations that will help and support programs at the city of Sweetwater Parks and Recreation.

Qualifications/Requirements

- Graduation from an accredited college or University with a bachelor's degree in Business or Public Administration, or related field is preferred.
- The ideal candidate will possess at least five years of professional, comprehensive and increasingly responsible work experience in Parks or similar field.
- An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities may also be considered.
- Bilingual English/Spanish preferred.
- Must be available to work weekend and special events when necessary.